![Office of the State Superintendent of Education logo with three red stars and two red bars]

**Office of the
State Superintendent of Education**

Sent via email

MEMORANDUM

To: District of Columbia LEA Representatives

From: Faith Leach, Federal Grants Analyst

Date: September 5, 2012

Re: FFY 2012 IDEA, Part B Phase II Application and Final Allocations

Dear School Leaders,

The Office of the State Superintendent of Education's (OSSE's) Division of Specialized Education (DSE) is pleased to provide **final allocations** for Federal Fiscal Year (FFY) 2012 for the following grants:

- IDEA, Part B Section 611 Annual
- IDEA, Part B Section 619 Annual

Please find attached the FFY 2012 IDEA, Part B Phase II Application for your completion. The Phase II Application consists of two documents: (1) a comprehensive Excel workbook, referred to as the IDEA Phase II Fiscal Application; and (2) a Word document, referred to as the IDEA Phase II Programmatic Application.   **The final deadline for submission of a fully approvable Phase II application is November 9, 2012.** However, LEAs are strongly encouraged to submit their Phase II Application as soon as possible after today's release and well before the final deadline.   Additionally, enclosed is a memo that provides additional instructions for filling out the FFY2012 Phase II application.

Tab 1 of the Fiscal Application contains your LEA's final allocations: Select your LEA's name from the drop down menu in order to see your LEA's final allocations. This tab also includes a place for your LEA to make set aside decisions. Please review the instructions on this page carefully as your set-aside decisions will inform other tabs in the Fiscal Application. Because we realize grant applications require careful attention, we have created a pre-submission checklist for your convenience. This checklist is also located within the Fiscal Application (see Tab 8).

For your convenience, the DSE will be posting all of the documents attached to this e-mail on the OSSE website within the Specialized Education Program link, under the IDEA Part-B GRANTS heading. The DSE will also schedule webinars to provide guidance to LEAs related to the completion of the FFY 2012 Phase II Application. Please register for the webinar here: https://www2.gotomeeting.com/register/730657234

Meanwhile, if you have any questions about your final allocations and/or completing the Phase II Application, please contact our office directly or e-mail us at OSSE.DSE-PartBFinance@dc.gov.

Submission Instructions for the FFY 2012 IDEA Phase II Application

In order for OSSE to consider your LEA's submission of its IDEA, Part B Phase II application to be complete, the following three documents, in the formats described below, must be attached to the e-mail. Your LEA should place its full name in the subject line of the submission e-mail. Phase II Applications are due to OSSE.DSE-PartBFinance@dc.gov by no later than 5 p.m. Friday, November 9, 2012.

Required Attachments:
1. Hard copy of the Programmatic Application (.pdf)
2. Hard copy of the Fiscal Application (.pdf)
3. Soft copy of the Fiscal Application (.xls)

Required Formats and Naming Conventions for Phase II Application:
All three of these documents must be submitted at the same time and in the formats specified below. If not, OSSE will consider the LEA's application to be incomplete.

Programmatic Application: All applicable questions in the Programmatic Application must be filled out completely. The document should be spell checked, signed by an authorized official, and saved in a Portable Document Format (PDF) using the following naming convention:
- **Required Naming Convention**: **Your_LEA_Name_PCS_FFY12_Prog_ IDEA _PII_ MM_DD_YY.pdf**
- *Example: Alpha_PCS_FFY12_Prog_IDEA_PII_11_09_12.pdf*

Fiscal Application: All applicable portions of the Fiscal Application must be filled out completely. Below are the submission requirements for the PDF "hard" and Microsoft Excel (.xls) "soft" versions of the application.

1) *Soft Copy submission Instructions:* Using the below naming convention, save a copy of the final fiscal workbook. Attach an electronic copy of the final workbook to the submission e-mail. Please make sure your LEA submits the final version of the workbook. This file should be named using the following naming convention:
   - **Required Naming Convention: Your_LEA_Name_PCS_FFY12_Fiscal_ IDEA _PII_ MM_DD_YY.xls**
   - *Example: Alpha_PCS_FFY12_Fiscal_IDEA_PII_11_09_12.xls*

2) *Hard Copy submission Instructions:* Print out each tab of the workbook that your LEA completed, sign and date all required assurances, and then scan all printed pages into one file to create a PDF file. This file should be named using the following naming convention:
   - **Required Naming Convention: Your_LEA_Name_PCS_FFY12_Fiscal_ IDEA _PII_ MM_DD_YY.pdf**
   - *Example: Alpha_PCS_FFY12_Fiscal_IDEA_PII_11_09_12.pdf*